



CITY OF CARMEL / CLAY TOWNSHIP
COMMERCIAL / INSTITUTIONAL PERMITTING PROCEDURES
New Structures / Additions / Accessory Structures

RELEASES:

1. Submit for and obtain approvals from the following city, township, and/or county agencies:

City of Carmel Technical Advisory Committee (TAC)	Angie Conn	(317) 571-2417	aconn@carmel.in.gov
City of Carmel Plan Commission	Ramona Hancock	(317) 571-2417	rhancock@carmel.in.gov
City of Carmel Board of Zoning Appeals (BZA)	Christine Barton-Holmes	(317) 571-2417	cholmes@carmel.in.gov
City of Carmel Department of Community Services	Scott Brewer	(317) 571-2417	sbrewer@carmel.in.gov
City of Carmel Engineering Department	Gary Duncan	(317) 571-2441	gduncan@carmel.in.gov
	Amanda Foley	(317) 571-2441	afoley@carmel.in.gov
	Dick Hill	(317) 571-2441	dhill@carmel.in.gov
City of Carmel Fire Department	Chris Ellison	(317) 571-2600	cellison@carmel.in.gov
City of Carmel Utilities Department	John Duffy	(317) 571-2443	jduffy@carmel.in.gov
	John Mascari	(317) 733-2855	jmascari@carmel.in.gov
Carmel/Clay Communications Center	Bill Akers	(317) 571-2577	wakers@carmel.in.gov
Clay Township Regional Waste District	Ryan Hartman	(317) 844-9200	ryan.hartman@ctrwd.org
Hamilton County Health Department	Inspectors	(317) 776-8500	
Hamilton County Highway Department	David Lucas	(317) 773-7770	del@co.hamilton.in.us
Hamilton County Surveyor's Office	Greg Hoyes	(317) 776-8495	grh@co.hamilton.in.us
	Robert Thompson	(317) 776-8495	rct@co.hamilton.in.us

Please contact the City of Carmel Department of Community Services, Division of Planning & Zoning with any questions: (317) 571-2417.

2. Submit for and obtain a Construction Design Release (CDR) from the State of Indiana Department of Homeland Security, Division of Fire & Building Safety. If the project does not require a CDR, write a statement to that effect, using one of the following as a reason:

- 1) On a specific date a specific reviewer said that a CDR is not required.
- 2) Specific exemption/s state/s that a CDR is not required.

Exemptions are covered under the General Administrative Rule (GAR) 675 IAC 12-6-4.

If the project does not require a CDR, under Carmel City Code, Chapter 7, it may still require a permit from the Department of Community Services, Division Building & Code Services (BCS). Please contact the State of Indiana Department of Homeland Security, Division of Fire & Building Safety, Plan Review with any questions: (317) 232-6422.

3. Request a Plan Submittal Meeting with the City of Carmel Department of Community Services, Division of Building & Code Services (BCS), to apply for an Improvement Location Permit (ILP). The following information is required at the time of the request:

- 1) Name and Description of Project
- 2) Location of Project, including its Address
- 3) Project's Contact Person, along with his/her Phone Number and E-mail Address.

At the time of the request, BCS will e-mail several city, township, and county agencies, in order to determine the status of the project. The contact person will be copied on this e-mail, allowing the agencies to reply with any outstanding items. If there are issues, they must be resolved before the Submittal Meeting. Once everything is resolved, BCS will schedule the meeting date within one or two days. Please contact Trudy Weddington with BCS to make the request: (317) 571-2433 or tweddington@carmel.in.gov.

PLAN SUBMITTAL MEETING REQUIRED DOCUMENTS:

1. Commercial/Institutional ILP Application – Fully Completed

The application is a three-layer, carbon-copy-type form. It is available at the BCS office. A copy of the application appears on the city's website, www.carmel.in.gov, under the Department of Community Services link, in the Building and Code Services section. This copy can assist in gathering information, but the carbon-copy-type form must be completed when applying.

2. State of Indiana CDR or a CDR-Not-Required Statement – Two (2) Copies

3. Approvals/Permits from Other Agencies – Copies of

These would include but are not limited to the following:

- | | | |
|--------------------|------------------------|-----------------|
| 1) curb cut permit | 3) letter of grant | 5) sewer permit |
| 2) driveway permit | 4) right-of-way permit | 6) water permit |

4. Architectural Elevation Drawings, Stamped Approved – One (1) Set

Angie Conn with City of Carmel Department of Community Services, Division of Planning & Zoning reviews and approves these drawings: (317) 571-2417 or aconn@carmel.in.gov.

5. Landscape Plans, Stamped Approved – One (1) Set

Scott Brewer with City of Carmel Department of Community Services, Division of Planning & Zoning reviews and approves these plans: (317) 571-2417 or sbrewer@carmel.in.gov.

6. Certified Building Plans – Three (3) Sets

The plans must be exact copies of those submitted to and released by the State of Indiana Department of Homeland Security, Division of Fire & Building Safety. They must also reflect what the City of Carmel Plan Commission, the City of Carmel Board of Zoning Appeals, and/or the City of Carmel Department of Community Services approved. If the plans are printed on paper larger than 11" x 17", then two (2) PDF copies must be submitted as well, either on disc or to Nick Mishler at nmishler@carmel.in.gov and to Chris Ellison at cellison@carmel.in.gov.

7. Signed Affidavit Stickers – Three (3)

~~These stickers affix one to each set of the certified building plans. They are available at the BCS office. They state that the plans being submitted are exact copies of those submitted to and released by the State of Indiana Department of Homeland Security, Division of Fire & Building Safety. (Stickers are not required, if the plans were not submitted to the state.)~~

PERMIT REVIEW, RELEASE, & ISSUANCE:

1. Once BCS has received all documents, it will process the application and review the plans.

At the same time, BCS will also send copies to the City of Carmel Fire Department (CFD) for its review. Please contact Chris Ellison of CFD with any CFD review questions: (317) 571-2600 or cellison@carmel.in.gov.

2. If all documents are accurate and complete, BCS will give the project a full release. If something is lacking and/or the State of Indiana CDR is only a partial release, BCS will give a **conditional release. Work and inspections may only progress through the released stages.**

3. After releasing the project, BCS will notify the contact person that the ILP is **ready for issuance.**

4. BCS must receive a **Revision Application, either before or after the permit is issued, if the scope of work, construction plans, or State of Indiana CDR changes. As with the ILP application process, supporting documents must accompany the application. Until BCS releases the revision, the permit status will be on hold and no further inspections will occur. Please contact Trudy Weddington with BCS to submit the revision: (317) 571-2433 or tweddington@carmel.in.gov.**

5. Do not begin construction prior to the issuance of the permit. If construction does commence, a Late Fee may be assessed, per Z-289 of the Carmel/Clay Zoning Ordinance, Section 29.06.07. Site preparation work may proceed with approval/s from the City of Carmel Engineering Department and/or the Hamilton County Surveyor's Office.